

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES  
BUREAU OF HUMAN RESOURCES  
August 31, 2001

**HUMAN RESOURCES MEMORANDUM 8-01**

TO: All Agency/Department Heads and Human Resource Representatives

SUBJECT: 2002 HOLIDAY SCHEDULE FOR STATE AGENCY EMPLOYEES NOT COVERED  
BY A COLLECTIVE BARGAINING AGREEMENT

The 2002 Holiday Schedule is issued under the provisions of Chapter 11 of the *State of Maine Civil Service Rules* and the *Benefit Package for Confidential Employees*.

HOLIDAY	DAY/DATE OBSERVED
New Year's Day	Tuesday, January 1, 2002
Martin Luther King Jr. Day	Monday, January 21, 2002
Washington's Birthday (Presidents' Day)	Monday, February 18, 2002
Patriots' Day	Monday, April 15, 2002
Memorial Day	Monday, May 27, 2002 <sup>1</sup>
Independence Day	Thursday, July 4, 2002
Labor Day	Monday, September 2, 2002
Columbus Day	Monday, October 14, 2002
Veterans' Day	Monday, November 11, 2002
Thanksgiving Day	Thursday, November 28, 2002
Thanksgiving Friday	Friday, November 29, 2002
Christmas Day	Wednesday, December 25, 2002

<sup>1</sup> Memorial Day will change to May 30 if enacted in federal law.

A legal holiday falling on a Saturday is observed on the proceeding Friday. A legal holiday falling on a Sunday is observed on the following Monday. No holidays fall on Saturday or Sunday in 2002.

An employee who is required to work on any of these days will be granted compensatory time off at the mutual convenience of the employer and employee. If the holiday falls on a normal day off, an alternative compensatory day will be granted. Cash payments shall be made only in the instance of departmental policy established in conformance with Chapter 11, Section 1, of *State of Maine Civil Service Rules*.

To be eligible for holiday pay, employees must be in pay status on the normal workday immediately preceding and the normal workday immediately following the day and date on which the holiday is observed.

***S/ Donald A. Wills***  
Donald A. Wills, Director  
Bureau of Human Resources